



Division/Department	Administration	Location	Houston, TX
Job Title	Contact and Risk Management Administrator	FLSA Classification	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Type of Position	Full-Time		

**GENERAL DESCRIPTION**

Please visit [www.solarisoilfield.com](http://www.solarisoilfield.com) for additional company information.

**Essential Functions**

- Maintain and oversee the company's Contract Administration Management System (Cobblestone)
- Input details of all completed contracts in a database
- Tracking and sending out reminders of upcoming expiration dates of key contracts and managing other critical dates
- Maintain and administer legal contract filing system
- Assist in the creation of production contract templates
- General administrative duties including coordinating timely contract/document signatures and filing/archiving
- Management of Certificates of Insurance – issued to Company and for Company
- Maintaining contractor databases for Insurance Compliance
- Management and tracking of claims
- Assisting with Corporate Governance tasks
- Subsidiary Maintenance
- Manage assigned projects, schedule and workload effectively
- Meet or exceed deliverables, deadlines and other assigned duties

**Skills and Experience**

- Bachelor's Degree preferred
- Ability to effectively deal with confidential information
- Organizational skills and predisposition to details
- Expert-level skills in Microsoft Office Suite
- Collaborative in problem solving new processes and procedures with reports
- Able to strategically work with changing work priorities
- Must be legally authorized to work in the United States without requiring sponsorship for employment visa status
- Strong interpersonal, verbal and written skills to relate with key stakeholders in a professional manner
- Ability to work a minimum of 40 hours/week

**CONTACT INFORMATION**

**Email:** [careers@solarisoilfield.com](mailto:careers@solarisoilfield.com)

**Phone:** (832) 917-5749

[www.solarisoilfield.com](http://www.solarisoilfield.com)

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